



## Chapter 1 – Defense Civilian Intelligence Personnel System (DCIPS) Introduction

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## REFERENCES

- (a) Sections 1601-1614 Subchapter I of Chapter 83 of Title 10, United States Code
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel Readiness (USD(P&R))," June 23, 2008
- (c) DoD Directive 5143.01, "Under Secretary of Defense for Intelligence (USD(I))," November 23, 2005
- (d) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 23, 2005
- (e) DoD Directive 1400.35, "Defense Civilian Intelligence Personnel System (DCIPS)," September 21, 2009
- (f) DoD Instruction 1400.25, Volume 2001, "DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) System: DCIPS Introduction," December 29, 2008
- (g) SECNAV Instruction 12900.2a, "Defense Civilian Intelligence Personnel System," February 8, 2013
- (h) Section 2301 of Title 5, United States Code
- (i) Naval Intelligence Defense Civilian Intelligence Personnel Systems (DCIPS) Manual, July 25, 2014
- (j) Presidential Policy Directive 19 (PPD-19), "Protecting Whistleblowers with Access to Classified Information," October 10, 2012
- (k) Inspector General Act of 1978, Title 5 United States Code
- (l) SECNAV Instruction 12250.6A, "Civilian Human Resources Management in the Department of Navy," January 17, 2013
- (m) Executive Order 12333, "United States Intelligence Activities," December 4, 1981, as amended

(n) DON OCHR "Civilian Human Resources Roles and Responsibilities," April 25, 2013

1. **PURPOSE.** To establish and implement policy; emphasize the Naval Intelligence guidance and procedures, prescribe authorities, and assign responsibilities for managing civilian personnel; employment and placement to include foreign areas, performance management, adjustment in force, compensation administration, occupational structure, awards and recognition, disciplinary performance-based and adverse action, performance-based compensation, program evaluation, employee grievance procedures, special categories, professional development, foreign language, and police officer program and the development of the Defense Civilian Intelligence Personnel System (DCIPS) in accordance with references (a) through (n).

## 2. **APPLICABILITY.**

2.1. This chapter applies to all Department of Navy (DON) Intelligence and Intelligence Support civilian personnel who have been appointed under the DCIPS, Section 1601 of Title 10 United States Code, reference (a). Organizations managing DON DCIPS employees covered by this policy shall be referred to hereinafter as the "Entities with DON DCIPS positions (EDDPs)". The Naval Intelligence EDDPs are as follows:

- **Naval Intelligence Command (NV15)**
  - o Office of the Chief of Naval Operations for Information Warfare
  - o Naval Intelligence Activity (NIA)
  - o Office of Naval Intelligence
  - o National Maritime Intelligence-Integration Office
  - o Brooks Center for Maritime Engagement
  - o Office of Science & Technology
- **U.S. Fleet Forces Command (NV60)**
  - o Naval Information Forces (NAVIFOR)
    - NAVIFOR Headquarters
    - Farragut Technical Analysis Center
    - Nimitz Operational Intelligence Center
    - Hopper Information Services Center
    - Kennedy Irregular Warfare Center
    - Naval Communications Security Material System
    - Naval Oceanographic Office
    - Navy Expeditionary Intelligence Command
  - o Fleet Cyber Command (FCC)/10<sup>th</sup> Fleet
    - FCC Headquarters
    - Navy Information Operations Commands
      - Maryland
      - Hawaii

- Pensacola
- Georgia
- Texas
  - Naval Cyber Warfare Development Group
  - Navy Cyber Defense Operations Command
- Commander U.S. Naval Forces Europe, Commander, U.S. Sixth Fleet
- Commander, US Naval Forces Central Command
- Undersea Warfare Development Center
- **Marine Corps Intelligence, Surveillance, and Reconnaissance Enterprise (NV27)**
- **DON, Assistant for Administration (NV12)**
  - Naval Criminal Investigative Service
- **Immediate Office of the Chief of Naval Operations (NV11)**
  - Joint Interagency Task Force West
  - Special Operations Command
- **U.S. Pacific Fleet Command (NV70)**
  - Commander, Pacific Fleet
  - Commander, Undersea Surveillance
  - Commander, Naval Forces Japan
  - Naval Surface and Mine Warfighting Development Center
  - Commander, Submarine Force, U.S. Pacific Fleet
- **Naval Special Warfare Command (NV74)**
- **Naval Reserve Forces (NV72)**
- **Naval Air Systems Command (NV19)**
- **Naval Education and Training Command (NV76)**
- **Chief of Naval Personnel (NV22)**

2.2. This chapter does not apply to employees covered by the Federal Wage System or equivalent, non-appropriated fund employees, or foreign national employees employed under an authority other than DCIPS.

2.3. This chapter does not apply to members of the Defense Intelligence Senior Executive Service (DISES) or the Defense Intelligence Senior Level (DISL) unless specifically addressed in other Naval Intelligence DON DCIPS Chapters.

**3. POLICY.** It is Naval Intelligence policy that DCIPS shall be the only civilian personnel system for defense intelligence positions, employees, and organizations designated as having an intelligence function, and shall:

3.1. Provide a human resources (HR) system that supports military and civilian managers in the accomplishment of the intelligence missions.

3.2. Provide for planned training, education, and diverse assignments that support retention and career development of intelligence professionals.

3.3. Comply with merit system principles in accordance with Section 2301 of Title 5, United States Code, reference (h).

3.4. Identify positions covered under DCIPS. Mission categories used to categorize DCIPS occupations or positions performing similar or related missions or functions are identified in SECNAVINST 12900.2A, reference (g).

#### **4. RESPONSIBILITIES.**

4.1. The **Director of Naval Intelligence (DNI)** is responsible for establishing strategic civilian human capital guidance for the Naval Intelligence Enterprise and ensures implementation and administration of DCIPS within the DON as outlined in references (a) through (n).

4.2. The **Head, Naval Intelligence Activity (NIAH)** is responsible for ensuring the development, implementation and administration of DCIPS within the DON in accordance with references (a) through (n) and shall:

4.2.1 Issue internal supplements or guidance to the extent authorized by DoD Directive 1400.35, SECNAVINST 12900.2A and the DCIPS Volumes. The supplementation and guidance may not modify or conflict with the overarching DCIPS policy contained in DoD Directive 1400.35 or with the provisions of any DCIPS Volumes.

4.2.2. Develop, in collaboration with the Director of Intelligence, Headquarters Marine Corps (HQMC) and the Heads of EDDPs, DON DCIPS policies, procedures, programs, and requirements for the Naval Intelligence Enterprise as specified in SECNAVINST 12900.2A, reference (g).

4.2.3. Review and approve requests to designate organizations or positions for DCIPS coverage in accordance with SECNAVINST 12900.2A, reference (g).

4.2.4. Establish strategic civilian human capital goals and objectives.

4.2.5. Represent the Naval Intelligence interests in the development or resolution of Intelligence Community (IC) human capital programs and with the Office of the Director of National Intelligence (ODNI), the Under Secretary of Defense for Intelligence USD(I), the Deputy Assistant Secretary of the Navy, Manpower & Reserve Affairs and the Deputy Assistant Secretary of the Navy (Civilian Human Resources) (DASN (CHR)).

4.2.6. Exercise position classification and alignment as well as appointment and conversion authorities.

4.2.7. Appoint the NIA Chief Human Capital Officer (CHCO) to serve as the Navy Functional Community Manager representative for Intelligence Community (IC) human capital matters.

4.2.8. Provide centralized operational civilian HR support to DON DCIPS employees and positions.

4.2.9. Exercise DON-wide DCIPS responsibilities for DON DCIPS HR program execution.

4.2.10. Consult routinely with the DASN (CHR) in developing and implementing operating HR programs applicable to DCIPS in accordance with SECNAV Instruction 12900.2a, reference (g).

4.2.11. Exercise centralized appointment, position classification, and DCIPS pay setting authorities for EDDPs staffing civilian positions under DCIPS consistent with references (a) through (n).

4.2.12. Provide a process for DON DCIPS employees to seek review of personnel actions or actions affecting eligibility for access to classified information they allege to be in violation of Section A of Presidential Policy Directive No. 19, Section 601 of Title VI, Public Law 113-126, and Intelligence Community Directive (ICD) 120 as outlined in DON DCIPS Chapter 11 of Naval Intelligence DCIPS Manual, reference (i).

4.2.13. Allow an employee alleging a reprisal who has exhausted the applicable review process required by Sections A or B of Presidential Policy Directive No 19, reference (j) to request an external review by a three-member Inspector General Panel.

4.2.14. Apply the review process identified in Sections A, B, and C of Presidential Policy Directive No. 19, reference (j)

to personnel or eligibility actions taken on or after 8 July 2013.

4.2.15. Ensure that no retaliation is taken against individuals who disclose information lawfully to congressional intelligence committees or a member of such committee. A lawful disclosure to the congressional intelligence committees or a member of such committee is one that complies with the procedures prescribed by Congress in the Intelligence Community Whistleblower Protection Act of 1998 (ICWPA), Section 8H of the Inspector General Act of 1978 (5 U.S.C.), reference (k) of this chapter and in accordance with DoD Instruction 1400.25, Volume 2001 of reference (f).

4.2.16. Designate, as applicable, any DON DCIPS positions that are of a confidential, policy making, or policy advocating character and are not to be included in the definition of personnel action of Presidential Policy Directive No 19, reference (j) of this chapter.

4.2.17. Establish and monitor DON DCIPS performance metrics and measures to assist in determining program effectiveness and efficiency.

4.3. The **NIA Chief Human Capital Office (NIA-HC)** provides executive advice and consultation to the NIAH on DCIPS personnel matters in accordance with references (a) through (n), civilian HR policy support, strategic workforce planning, program management and technical and administrative operations; HR systems and analytics services to Naval Intelligence civilian personnel in order to deliver and sustain the right workforce to meet the Naval Intelligence mission. The CHCO has oversight over NIA-HC which shall:

4.3.1. Ensure that HR advisors and leaders have unfettered access to all Heads of EDDPs, supervisors/managers and staffs to provide civilian HR technical advice and counsel on any matter or issue directed to those leaders.

4.3.2. Ensure that only employees in Human Capital Occupational Series 0201, 0203, 0260, 0361, and 0180 perform civilian HR work in accordance with SECNAV Instruction 12250.6A, reference (l).

4.3.3. Provide administrative support to the Naval Intelligence Activity Deputy Command EEO Officer (DCEEEO), (which is a direct report to the CHCO) at the Echelon 2 level



and ensure all Naval Intelligence EDDPs receive civilian intelligence HR and EEO technical advice and services for the DON DCIPS employees; and establish Naval Intelligence goals and objectives for all aspects of DCIPS in support of Equal Employment Opportunity (EEO), providing the infrastructure necessary to achieve a discrimination-free work environment.

4.3.4. In conjunction with the Director, Office of Civilian Human Resources (OCHR), develop, publish, and oversee the DON DCIPS policies that govern DON DCIPS personnel matters.

4.3.5. Ensure HR advisors and leaders represent the Naval Intelligence Enterprise to other agencies, including but not limited to Department of Defense (DoD), Office of Personnel Management (OPM), Office of Director National Intelligence (ODNI), Under Secretary of Defense for Intelligence (USD(I)), and the Merit Systems Protection Board where technical senior human resources expertise is required.

4.3.6. Respond to official inquiries from Congress, ODNI, DoD, USD(I), and the DON regarding the DCIPS workforce in conjunction with the Office of General Counsel.

4.3.7. Monitor and evaluate civilian human capital program implementation and administration at all levels to include, HR service delivery, organization, governance, economy and effectiveness throughout the Naval Intelligence Enterprise. Develop criteria and framework for implementation, oversight and ongoing assessment of the HR service delivery structure and processes. Review, assess and report to DNI, NIAH, OCHR and USD(I) on all HR servicing deficiencies impacting the sustainment of HR service level agreements across the Naval Intelligence Enterprise and provide recommendations for process improvement. Assess HR program quality, health, results and accountability of EDDPs, as outlined in the Naval Intelligence DCIPS Manual, reference (i) and DON OCHR Civilian HR Roles and Responsibilities, reference (n). Develop and apply measures and metrics for HR and EEO service efficiency and quality.

4.3.8. Administer and manage the use of the Defense Civilian Personnel Data System (DCPDS), including review and validation of new requirements supporting the EDDPs; review and endorsement of HR applications requiring interface with DCPDs; and compliance with DoD and other Human Resources Information Systems (HRIS) authorities requirements for privacy, security and protection of information. Represent the Naval Intelligence Enterprise on all matters related to civilian HRIS systems.

Within the DON DCIPS community this includes review and approval of requests for access to DCPDS and other DoD and DON-wide HRIS-related HRIS systems.

4.3.9. Execute DON HR authorities as delegated by OPM, DoD, ODNI, USD(I) and other program authorities. Ensure that assignment rights, placements and entitlements are executed in accordance with proper legal and regulatory authority.

4.3.10. Ensure the Naval Intelligence Enterprise is compliant with references (l) and (n) in administering periodic review of EDDP's occupational structure and position descriptions and take corrective action as appropriate.

4.3.11. Exercise delegated authority, coordinating with OCHR to appoint DCIPS employees and authorize personnel actions. Monitor and evaluate program effectiveness, accountability and regulatory compliance consistent with this chapter and other appropriate laws and regulations.

4.3.12. Oversee development, implementation and issuance of all human capital program operating policies and guidance.

4.3.13. Develop and implement civilian workforce training and development tools, programs and succession plans, and policy for the Naval Intelligence workforce to ensure optimum mission readiness through workforce development and competency management.

4.3.14. Provide program management and oversight of DON DCIPS human capital programs in the areas of Recruitment and Placement, Performance Management, Talent Planning, Development and Analytics, Employee Relations, Benefits, Adjustment-in-Force, Priority Placement Program, Compensation including Workers' Compensation and Unemployment Compensation and Position Management/Occupational Structure.

4.3.15. Review and approve requests to designate organizations or positions for DCIPS coverage subject to concurrence from USD(I) when such organizations or positions are engaged in performing an intelligence function as defined in SECNAV Instruction 12900.2a, reference (g).

4.3.16. Oversee the implementation, management, and execution of the IC Civilian Joint Duty (JD) Program for the Naval Intelligence Enterprise to include representing Naval

Intelligence to other agencies, including but not limited to USD(I), ODNI, and the DoD IC.

4.3.17. Manage JD Program requirements including access to Joint Duty Tools and participate in IC Community of Practice sponsored committees or working groups.

4.3.18. Oversees the administration of the National Intelligence Program small element funds made available to facilitate Naval Intelligence's participation in the IC JD Program.

4.3.19. Uphold the merit principles set forth in Section 2301 of Title 5, United States Code, reference (h) and the policies and regulations established in DOD Instruction 1400.25, Volume 2001, reference (f), and ensure equality of opportunity in the employment and development of a quality workforce.

4.3.20. Disseminate DCIPS information to the DON DCIPS workforce.

4.3.21. Assist EDDPs with proper planning on DCIPS personnel matters in accordance with the contents of Naval Intelligence DCIPS Manual, reference (i).

4.3.22. Ensure appropriate DCIPS training is provided to EDDPs, including supervisors and managers (civilian and military) of DCIPS employees.

4.3.23. Coordinate non-DCIPS related HR issues with EDDP as appropriate (e.g., drug testing).

4.4. The **Heads of EDDPs** shall:

4.4.1. Manage and execute internal DCIPS programs in accordance with all Chapters of the Naval Intelligence DCIPS Manual, reference (i).

4.4.2. Ensure required DCIPS training is made available to their respective employees. This includes all supervisors and managers (civilian and military) of DON DCIPS employees.

4.4.3. Issue internal supplemental EDDP specific DCIPS execution guidance in coordination with NIA-HC policy, procedures and guidelines.

4.4.4. Ensure that EDDP goals and objectives are aligned to the established Naval Intelligence EEO goals and objectives.

4.4.5. Ensure the effectiveness of DCIPS personnel management, including equitable application of entitlements and benefits.

4.4.6. Ensure **Supervisors and Managers** are responsible for:

4.4.6.1. Collaborating with the Human Resources Office (HRO) responsible for servicing DCIPS positions on DON DCIPS personnel matters for advice and guidance for appropriate action.

4.4.6.2. Complying with Supervisor and Manager Requirements in accordance with all Chapters of the Naval Intelligence DCIPS Manual, reference (i).

4.4.6.3. Making operational decisions consistent with established HR policies and programs.

4.4.6.4. Carrying out DON policies, programs and processes in the management of the assigned civilian workforce.

4.4.6.5. Completing supervisory and DCIPS training requirements in accordance with references (a) through (n) and in compliance with the contents of the Naval Intelligence DCIPS Manual, reference (i).

4.4.6.6. Ensuring that DON DCIPS employees complete mandatory DCIPS training.

4.4.6.7. Ensuring that DON DCIPS employees are aware of DCIPS policies and requirements for individual achievement of organizational, DON and IC strategic goals and missions.

4.4.6.8. Ensuring that DON DCIPS employees engage in dialogue with their supervisor(s) at regular intervals to discuss expectations for performance, career development and general workplace dynamics.

## GLOSSARY

Unless otherwise noted, the following terms and their definitions apply to this Chapter and serve as the basic performance management taxonomy for Entities with DON DCIPS Positions.

### Defense Civilian Intelligence Personnel System (DCIPS).

Positions engaged in intelligence or intelligence-related work requiring a significant degree of specialized intelligence knowledge, skills and abilities, and those positions that serve in direct support of intelligence functions within a DON non-intelligence component, hereinafter referred to as "Entities with DON DCIPS Positions."

Defense Intelligence Components. DoD organizations that perform national intelligence, defense intelligence, and intelligence-related functions including the Defense Intelligence Agency, the National Geospatial-Intelligence Agency, the National Reconnaissance Office, the National Security Agency/Central Security Service, the intelligence elements of the Active and Reserve Components of the Military Departments, and the Office of the Under Secretary of Defense for Intelligence. Also referred to as Components or DoD Components with DCIPS positions.

Defense Intelligence Mission. Those activities that fall within the responsibility of the USD(I) as defined in DOD Instruction 1400.25, Volume 2001, reference (f).

Employee. A person, other than the President and Vice President, who is employed by or detailed or assigned to an agency, including: Service members; experts or consultants to agency; industrial or commercial contractors, licensees, certificate holders, or grantees of an agency, including all subcontractors; personal services contractors; or any other category of persons who act for or on behalf of an agency, as determined by the appropriate agency head.

EDDP. Entities with DON DCIPS Positions. Organizations managing Department of Navy (DON) Intelligence and Intelligence Support employees who have been appointed under the DCIPS

**GG-xx.** The OPM DCIPS pay plan indicator. See definition for Grade in the glossary of Section 2301 of Title 5, United States Code, reference (h).

**Performance Management.** The process of planning, setting, aligning, and communicating individual and organizational performance expectations to employees; monitoring and measuring their performance; providing feedback; taking appropriate steps to improve employee performance; addressing poor performance; and rating and rewarding employee performance to reflect the accomplishment of individual and organizational goals and objectives.